

Retention and Classification Report

Agency: Panguitch (Utah) (755)

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Records Officer Carla Farnsworth

24352	Audit reports
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24323	Library board of trustees minutes
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24352	Audit reports

AGENCY: Panguitch (Utah)

SERIES: 24352

3

TITLE: Audit reports

DATES: 1942-1944; 1951-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 09/04/2002

AGENCY: Panguitch (Utah)

SERIES: 24352

TITLE: Audit reports

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 9934

3

TITLE: Council minutes

DATES: 1899-

ARRANGEMENT: Chronological by meeting date.

ANNUAL ACCUMULATION:

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-203 (2) (2009).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 09/04/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Panguitch (Utah)

SERIES: 9934

TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Historical Legal

Disposition is based on the historic and legal value of these records in documenting the growth and change of Panguitch.

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24323

3

TITLE: Library board of trustees minutes

DATES: 1918-1945; 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the official minutes of regular and special meetings of the City Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision. The books also includes a 1950 listing of books. The minutes are spotty from 1918-1927 and 1934-1935. Minutes are regular from 1927-1933, 1936-1939, and 1944-1945. No board minutes have been found for the periods 1940-1944 and 1946-1987.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 3.

AUTHORIZED: 08/29/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Panguitch (Utah)

SERIES: 24323

TITLE: Library board of trustees minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24350

3

TITLE: Ordinances

DATES: 1897-

ARRANGEMENT: Chronological by date, thereunder numeric by ordinance number.

ANNUAL ACCUMULATION:

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 09/03/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: For records beginning in 1897 through 1953.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1897 through 1953.
Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Panguitch (Utah)

SERIES: 24350

TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal

Disposition is based on the legal and historic importance of these records in documenting the growth, governance, and development of Panguitch

PRIMARY CLASSIFICATION:

Public

AGENCY: Panguitch (Utah)

SERIES: 24351

3

TITLE: Zoning ordinances

DATES: 1955; 1984-

ARRANGEMENT: Chronological by date.

**ANNUAL ACCUMULATION:
DESCRIPTION:**

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" UCA 10-9a-404 (2005)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 13.

AUTHORIZED: 09/03/2002

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Panguitch (Utah)

SERIES: 24351

TITLE: Zoning ordinances

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal

Disposition is based on the historic, legal, and administrative value of these records in stipulating (and documenting) the growth of Panguitch over time.

PRIMARY CLASSIFICATION:

Public